

**District IV Citizen Review Panel Meeting
Central District Health Department
707 N. Armstrong Place, Boise, Idaho
Tuesday, February 26, 2019 ~ 2:00 PM – 5:00 PM**

Panel Members: Melissa Mezo, Brian McCauley, Nicole Noltensmeyer, Kym Nilsen, Darcie Bobrowski

Absent: Teri Murrison, Delfina Krakau

Staff: Alexis Pickering (Central District Health Department), Jaime Aanensen (Central District Health Department), Andie Blackwood (Idaho Department of Health and Welfare), Russ Duke (Central District Health Department)

Citizen Review Panel Meeting Call to Order

Brian McCauley, Panel Chair, called to order the District IV Citizen Review Panel meeting at 4:01 PM.

Consent Agenda for February 26, 2019

Consent agenda stands as presented.

Motion: Darcie made a motion and Melissa seconded. No further discussion; all in favor, motion carried.

Meeting Guest: Russ Duke introduced himself and thanked the Panel members for their commitment to the Panel.

Panel Minutes for January 22, 2019

Melissa asked to correct her vote in executive session to absent as she left the room but did not abstain.

Motion: Melissa made a motion and Nicole seconded; no further discussion; all in favor, motion carried.

CRP State Call

Darcie provided an overview of the call. District 5 has completed 18 partial case file reviews. Melissa requested that CDHD staff send out the minutes from the call. Jaime printed and shared the District 1 case file matrix with the Panel. Brian met with Senator Lee, and one of the topics they discussed was what does the Panel do with the reports of the case files (de-identified), i.e. spreadsheets. She gave us permission to share de-identified data and the reports with LOC, IDHW, and present the data to the panel. Brian's brother can put the data together with charts and graphs. Darcie concluded that overall we're doing a good job, we just need to do more research on how District 5 is reviewing 18 cases during the meetings. Darcie will send out the minutes and send out state call documents. On the call, members were informed that the District Directors were meeting later on to discuss the call and other business.

Russ shared some highlights from the District Director meeting and will share the meeting minutes with Alexis who will forward it to the Panel. Andie mentioned that IDHW is looking into creating a platform that will pull the data that correlates with the data

reports/processes that the panels are creating so it can auto populate and assist with data collection for all the panels.

Panel members reviewed the District 1 matrix and identified some data not included on the District 4 case review form.

Panel Bylaws

Alexis updated codes throughout the document and removed reference to BHB. No other changes were made to the bylaws. Melissa inquired about needing a secretary position and the Panel had decided on a secretary position in a previous meeting.

Motion: Nicole made a motion to approve by-laws as written; Darcie seconded. No further discussion; all in favor, motion carried.

E-Cabinet Update

Brian provided an update from Senator Lee that the intent of the eCabinet is to provide access to case files outside of IDHW and the PHDs. The CRP will also have the ability to contact foster families and guardians to seek input if CRP so chooses on a particular case. Contact information will be provided by Andie. Brian suggested Panel members have a prescriptive number of questions and a timeframe to limit the conversation length with foster families and guardians. All Panel members that were in attendance at this meeting have completed the eCabinet training, required credentials, and access to eCabinet. Melissa inquired about how panel members will review cases. If a panel member knows the people in the case file or has a personal relationship, they are encouraged to skip this file and move on to the next file for review for ethical reasons. Andie will email the list of case files to Brian.

The Panel decided to upload case file numbers (de-identified) into a Google Drive to share with Panel members so they can enter that number into eCabinet to review a case. Brian will set up the Google Drive and email the link to the Panel members by the end of the week.

Panel Legislative Report

Alexis created a draft of the report to give to Senator Lee and the Legislative Committee. The Statute requires that the Panel submits a quarterly report indicating work being done by the Panel and any recommendations. Alexis reviewed the elements of the report. In addition, she will include the meeting minutes. Alexis will add information about date and when panel members were granted access to the e-Cabinet. Once Alexis submits this report, she will send quarterly reports that align with the fiscal year.

Motion: Darcie made a motion to submit report to Senator Lee after the addition of eCabinet update and meeting minutes; Nicole seconded. No further discussion; all in favor, motion carried.

FY20 Funding for CRP Update

Russ shared the allocation was evenly divided among the seven PHD's (\$19,500 each). PHD4 is concerned that funding is not sufficient to provide adequate support. Brian expressed concern about the lack of proration of funding based on caseload. Russ recommended conversations start earlier rather than waiting until next legislative session to discuss budget needs. Brian indicated he could have conversations with elected officials

about budget needs. Andie indicated IDHW Regions 3 and 4 make up half of the work of the state for child welfare.

Executive Session

Brian called for a motion to go into Executive Session at 4:46 PM. Nicole moved that the Panel go into Executive Session under Idaho Statute 74-206 (1)(d) to review records exempt from public disclosure; seconded by Darcie; confirmed by roll call: Nilsen, aye; Mezo, aye; Noltensmeyer, aye; McCauley, aye; Bobrowski, aye.

At 5:32 PM, the Panel returned to regular session.

Panel Schedule for 2019

Panel members like the 4-5:30 PM meeting time. It was recommended that members reconvene in approximately one month. Alexis will send out a Doodle poll to members (Tuesday/Thursday from 4-5:30 PM).

Adjournment: Nicole made a motion to adjourn the meeting and Darcie seconded. No further business was brought before the Panel; all in favor, meeting adjourned at 5:36 PM.

Minutes Prepared by Jaime Aanensen